

FROM: NAME: \_\_\_\_\_ FAX: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBJECT: TRAVELER'S NAME: \_\_\_\_\_  
TRAVEL DATES: \_\_\_\_\_  
DESTINATION(S): \_\_\_\_\_  
OFFICIAL PASSPORT NUMBER: \_\_\_\_\_

RETURN FOREIGN TRAVEL PACKAGE TO:

(Please provide instructions on where foreign travel packages will be returned upon completion. Include contact name or traveler name, complete mailing address, Fed-Ex account number - if applicable. \_\_\_\_\_  
\_\_\_\_\_

The attached Foreign Travel Package contains the following forms (check where applicable):  
See NOAA Travel Regulation, Chapter 300-4 for any of the forms mentioned below. For more information, please visit the following website: <http://www.ofa.noaa.gov/~finance/travel.html>

- \_\_\_ **Travel authorization**
- \_\_\_ **Form CD-369, Travel Advance** (Invitational travelers only)
- \_\_\_ **Fly America Justification Statement**, (if applicable)
- \_\_\_ **Form CD-334, Request for Extra Fare Air Accommodations**
- \_\_\_ **Defensive Travel Briefing Acknowledgment Statement**
- \_\_\_ **Country Clearance Request** (fax to your International Office)
  
- \_\_\_ **DS-11, Application for Passport** (Frequent travelers are advised to request a 48-page passport)
- \_\_\_ **DS-82, Passport Application by Mail** (Frequent travelers advised to request a 48-page passport)
- \_\_\_ **Two (2) Passport Photos** See NTR, Chapter 306-5.5
- \_\_\_ **DS-19, Passport Amendment/Validation Application**
- \_\_\_ **DS-64, Statement Regarding Lost or Stolen Passport**
- \_\_\_ **Emergency Justification Letter**  
(Applies to travelers who need an official passport with departure dates of less than 4 weeks processing-time)
  
- \_\_\_ **Visa application(s) and photos**, (if applicable)
- \_\_\_ **Letter of Invitation** (If applicable - required for travel to Russia and China)